



Commander's Policy

414th Base Support Battalion

APO AE 09165



POLICY NO: 1-3 PROPONENT: AETV-HUB-H-CSM DATE: 26 Jun 01

SUBJECT: Standardized Unit Training Hour/Sergeants' Time/Prime Time

1. Purpose: In order for all units and service agencies to more effectively plan time, schedule training and schedule appointments, 414th Base Support Battalion (BSB) is adopting a community-wide standardized time for BSB units and service agencies to conduct training, Sergeants' Time and Prime Time.

2. Objectives:

a. Directors of service agencies and unit commanders are to use Sergeants' Time for training to support the objectives of unit training. All agencies and units will observe these training hours. Service agencies affected are the Medical and Dental Clinics, 39th Finance Battalion, 55th Personnel Services Battalion, HHC 414th BSB Staff Sections and the in and out processing Centers in Hanau and Buedingen.

b. Directors of service agencies and unit commanders are to use Family Time so that soldiers/civilian employees are afforded the opportunity to take advantage of extended service hours on the German economy and to utilize U.S. facilities and/or to spend time with their families.

3. Policies:

a. The standard five hour block for Sergeants' Time is from 0700-1200 each Thursday. No one should be scheduled for an appointment with any of the agencies identified above during these hours.

b. Attendance is mandatory for all assigned, attached and borrowed military manpower (BMM). Exemptions to Thursday morning training will be entertained by the first Lieutenant Colonel, battalion level commander in the chain of command. Requesters must also submit an alternate date and time that training will be conducted.

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c. Agencies are reminded that provisions should be made for emergencies and/or emergency transactions during this period.

d. Family time starts at 1500 every Thursday. Soldiers are to be released from duty at 1500. With supervisor's approval civilian employees may use flextime, earned compensatory time, or annual leave, and cease work at 1500.

4. For further guidance or clarification, contact the BSB Command Sergeant Major at DSN 322-1520.

5. This policy memorandum supersedes Commander's Policy Letter 1-3, 7 Jan 98.

JERRY L. MRAZ
LTC, AG
Commanding

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